Course Title: Business Writing Essentials 1  
Course Number:  
Class Meetings:  
Instructor:  
Office Phone:  
E-mail:  
Office hours: upon request

Course Description:  
This course focuses on business writing as more than a set of rules and formats, but as a problem-solving activity where employees meet the needs of their clients, employers, and coworkers by clearly communicating. Composing and editing, as well as visual organization and presentation of these documents, are important aspects of business writing and will be covered in the class. This class has no prerequisites.

Course Objectives:  
In this course you will learn to write and edit business documents (electronic mail, letters) that are clear, concise, and correct. You will be encouraged to focus on the types of documents that you use in your own work


Grading/Evaluation:  
You will be graded on your written work (email, letters, etc.) and other activities. You will receive a progress report upon completion of the course.

Activities:  
- You will read model written documents and learn how they are structured.  
- You will write your own documents by following the models you have studied.  
- You will bring in samples of documents from your own work (with sensitive information blacked out) and learn how to evaluate and improve them.
You will learn how to identify and to correct problems with grammar and organization.
Your homework will include studying the textbook, revising written assignments, and looking for samples of writing in the real world.

CLASS BY CLASS PLAN

Class 1

Getting Started: Writing & Your Career
- Writing for the Global Marketplace
- Keys to Effective Writing
- Characteristics of job-related Writing
- Ethical Writing in the Workplace

Editing
- Gerunds and infinitives
- Punctuation

Class 2

Writing Process and Collaboration at Work
- Researching, Planning, Drafting
- Revising
- Editing
- Collaborative Writing
- Computer-supported collaboration

Editing
- Expressing hypothetical conditions

Class 3

Routine Business Correspondence
- Memos
- Faxes
- E-Mails
- IMs
- Blog Posts

Editing
- Parallel expressions
- Expressing conditions with adverbs
Class 4

Letters
- Letter formats
- Parts of a letter
- Organization/appearance of a letter
- Impressing your reader
- Types of business letters
  - Inquiry letter
  - Cover letter
  - Special request letter
  - Sales letter
  - Customer relations letter

Editing
- Expressing cause and effect
- Expressing contrast
- Sentence fragments
- Run-on sentences

Class 5

How to get a job: resumes, letters, interviews
- Preparing a resume
- Letters of application
- Interviewing
- Follow-up letter

Editing
- Organization
- Clarity of main idea
- Relevance of supporting statements
- Using transitional words and phrases
- Relevance and clarity of conclusion